Guidance Guidance M			
Number	Subject	Summary	Date
18.03	Timely notice and removal of press releases for enforcement actions	Press releases regarding enforcement actions will remain on the home page of the Board's website for 6 months following publication date. After 6 months, the press release will be available in the news archive under "Enforcement Actions".	11/16/2018
18.02	Combining Experience for Initial Permit	The Board will accept combined experience (public and private) to meet the initial permit requirement. When combining experience, the requirement defaults to 6,000 hours earned in at least 3 years.	1/12/2018
18.01	Family Member Experience Verification	The Board will accept experience verified by a family member who is the applicant's direct supervisor as long as they were an active CPA during the time they are signing off on.	1/12/2018
17.05	Peer Review Sponsoring Organization	The Board voted to approve AICPA Standards for Performing and Reporting on Peer Reviews and adopt the same professional standards to be used in administering, performing, and reporting peer reviews.	3/10/2017
17.04	Updated Surrender Affidavit	To return a surrendered certificate to good standing, the registrant may need to meet current educational requirements and re-take the CPA exam.	7/14/2017
17.03	Firm Guidelines	This document supplements Title 288 - Chapters 5 & 11 regarding acceptable firm names and forms of advertising.	1/6/2006
17.02	Education Guidelines	This document supplements Title 288 - Chapter 9 requirements for Education to qualify for the CPA Exam and/or Licensure, including: 1. Transcript Requirement 2. 60/90 Day Provision 3. Clarification on acceptable courses for the 30-hour Accounting Beyond Principles requirement 4. Clarification on acceptable courses for the 36-hour General Business requirement	

		S Actions, Policies, Procedures information	
17.01	CPE Guidelines	This document supplements Title 288 - Chapter 8	
		requirements for Continuing Professional Education	
		(CPE), including:	
		1. Basic Requirements for Renewal of Active Permit,	
		Inactive Registrants and Ethics	
		2. Types of Programs which qualify	
		3. Credit Hours Granted - Including acceptable subject	
		matter	
		4. Definition of a Qualified Instructor	
		5. Course completion evidence and retention policy	
		6. Controls and Reporting Policy	
		7. Policy for Reciprocal Certificate holders	
		8. Policy for Reinstating to an Active Permit	
		o. Follow for Kernstating to an Active Fermit	
16.03	Part-Time CPA in Firm	A part-time CPA of a CPA firm may be listed in the	9/9/2016
10.03	Name	name of a firm as long as they are an active CPA.	3,3,2010
	Trume	indine of a firm as long as they are an active civi.	
16.02	Electronic Transcripts &	Electronic Transcripts & Residency Affidavits are	9/9/2016
	Residency Affidavits	allowed when submitting CPA Exam application	3,3,222
16.01	Non-Owner CPA in Firm	A non-owner of a CPA firm may be listed in the name	11/10/2016
10.01	Name	of the firm as long as they are an active CPA.	11, 10, 2010
	Trume	or the firm as long as they are an active of 7th	
12.01	Board Administrator	The Board voted to approve the Board Administrator	3/23/2012
	Authorized to issue	to issue Certificates with ratification at the following	-, -, -
	Certificates	Board meeting.	
12.01	NASBA International	The Board voted to approve NASBA International	7/26/2012
	Evaluation Service	Evaluation Services for use in evaluating foreign	.,,
		transcripts.	
11.01	Definition of Certificate in	PAA 1-124 "certificate as a CPA, then in full force and	5/19/2011
	PAA 1-124	effect" means a active permit to practice in any state.	3, 23, 2322
	.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	errecting in decire permit to produce in any state.	
10.06	Active/Inactive Certificate	The Board approved sending a letter to registrants on	9/16/2010
	Revocation after 3 years	this list to list their options: renew as inactive,	3, 23, 2323
	nevocation arter 5 years	surrender or go inactive-retired.	
		sarrenaer or go mactive retired.	
10.05	Grace Period for CPE	The Board does not allow a grace period following the	9/16/2010
	Reporting	January 31st deadline for reporting CPE. Any CPE	7/15/2011
	0	reported starting February 1st for the prior period will	,, _3, _3, _
		be subject to a Stipulation & Consent Order with a	
		\$100 administrative fee.	
		7100 danimistrative ree.	
		Addendum added 07/15/11 indicating the Stipulation	
		& Consent Order is not published nor considered	
		disciplinary action.	

		s Actions, Policies, Procedures information	
10.04	Exam Scores for Reciprocal Certificate	It is not required to request evidence of CPA exam scores for Reciprocal Certificate applicants.	7/15/2010
	Applicants		
10.03	Experience earned under External Auditor	Controller duties under the supervision of an external auditor is not acceptable to meet the licensure experience requirement.	3/18/2010
10.02	Releasing Exam	The Board does not authorize releasing exam	3/18/2010
	Candidate's Names to 3rd Parties	candidate's names to 3rd parties.	
10.01	Qualifying for CPA Exam - Personal Bankruptcy	The federal bankruptcy courts will be reviewed to determine if applicant's bankruptcy involved dishonesty, fraud, deceit, or misrepresentation (Title 288 - Chapter 6.002.01(1)).	1/22/2010
		If no evidence present, the candidate can take the exam if meeting all other criteria. If possible evidence present, the candidate's application will be provided to the Licensing Committee for further review.	

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